



Employment Tax e-file System

Form 8633, Application to Participate in the IRS *e-file* Program

Supplemental Instructions for 94x XML Applicants

These instructions were based on communication exchanged between personnel from the IRS Suitability Policy Team, Electronic Tax Administration (ETA) and the Andover Submission Processing Center (SPC). Below is some helpful information for business trading partners in filling out the Form 8633 in questionable areas and where and how it should be submitted. Keep in mind, this 8633 form is currently under review by the IRS and it will be updated at a later time. In the interim, 94x XML trading partners will need to follow these instructions to obtain EFINs for 'origin level' identification. Transmitter information for trading partners is obtained when the Form 9041 is submitted to Austin to get ETINs for 'transmission level' identification.

Helpful Hints for filling out the Form:

1. The trading partner should write "Business 94x XML" at the top of the application and write the specific role that they will be participating at the top of the application. The roles related to this application include the "On-Line Filer/Provider, Electronic Return Originator (ERO), Reporting Agent, Financial Agent, or Large Tax Payer.
2. For current/existing business trading partners, fingerprint cards/proof of professional status are not required with the application unless an individual of the firm listed on page 2 of the application is being added. If there are questions regarding your status, please contact the Andover SPC at the new number, (866) 255-0654.
3. If the applicant is not an existing business trading partner with the IRS, finger print cards are required per Publication 1345, Chapter 2, for all responsible officials, corporate officers, owners or partners unless the individuals, partners, owners, etc. are either Enrolled Agents (EA), Certified Public Accountants, Attorneys, Banking Officials or an officer of a publicly owned corporation. In those instances, proof of professional status must be submitted with the application. This would include a copy of the EA's enrollment card, the CPA's certificate/license, etc. The finger print card should state "ERO Certification" for the reason in the fingerprint box. The fingerprint cards can only be obtained from the Andover SPC.
4. Line 1d, please check the "no" box.
5. Line 3a, please check "Indirect" box.
6. Line 3b, any trading partner developing software (either to directly sell/market or strictly for business purposes), should check the "yes" box.
7. Line 3c, check the "yes" box, the emphasis is on *originate* as apposed to the submission of *income* tax.
8. Line 3d, check the "yes" box.
9. Line 3e, check the "no" box.
10. Line 3f, check all five submission-processing centers even though Memphis is the primary center.
11. Line 5, check the "yes" box.
12. Ensure the application contains the appropriate signatures in sections 8, 9 and 11.

Submitting the Forms:

- To expedite the process of obtaining an EFIN for transmitting live returns, the trading partners should fax their application to the Andover SPC at the following fax # (978) 474-1655. They should send the fax to the attention of Marion Sweeney.
- The trading partner must then follow up by sending the original forms with signatures and their fingerprint cards (if required) to the following Andover address:

Internal Revenue Service
Andover Submission Processing Center
Attention: Marion Sweeney
Testing Stop 983
310 Lowell Street
Andover, MA 05501-0001